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DEPARTMENTS

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FINANCE DIVISION

The Finance Division of the RPSO consists of the General Ledger, Payroll, and Purchasing departments and employs five individuals.

Mark Thibeaux - Finance Officer - (318) 473-6810

Sissy Williams - Purchasing - (318) 473-6744

Kim Ryder - Purchasing - (318) 473-6753

Stacy McCain - Payroll - (318) 473-6745

Mary Juneau - Accounts Payable - (318) 442-9292

Functions of the Accounting Department:

- Bi-monthly payroll of 580 employees
- Accounts payable - checks prepared and paid every Friday
- Purchasing
 1. Purchase supplies
 2. Obtain bid prices as required by law
 3. Issue Purchase Orders on items over \$50
- Prepare and monitor annual budget
- Prepare monthly financial statements
- Invest department funds
- Keep inventory of RPSO Fixed Assets
- Work with external auditors on annual audit

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